

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-039 **Issue Date:** 03-04-15 **Closing Date:** 03-10-15

Policy & Planning Specialist I
Yakama Nation Fisheries –FRMP
Department of Natural Resources
Hourly Wage: \$15.29/Regular/Full-Time

The Policy & Planning Specialist is responsible for specialized research, agency organizational studies, strategic planning, web content, data collection, statistical analyses and assisting with education and outreach. Works directly with program managers and with various project leads to gather data or discuss findings. The Policy & Planning Specialist I plays a key role in Fisheries outreach and education initiatives on hatcheries, harvest, hydro and habitat. This role has frequent contact with tribal, local, state and federal agency employees and managers to discuss fisheries projects and goals.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation's Treaty, tribal government, culture, traditions, history and fisheries Program.
- Knowledge of policy issues and plans related to subject matters assigned (federal, legislative, fisheries, etc.).
- Skills in Microsoft Office, online research, writing, planning, photo editing applications and social media tools.
- Skill in web content writing: creating, developing content for Fisheries web presence.
- Skills in working with decisions makers.
- Ability to research policy issues, analyze data, write reports and recommend actions in a comprehensive plan.
- Ability to apply qualitative and quantitative methods to synthesize information.
- Ability to attend meetings, hearing, etc., on behalf of Fisheries and provide a summary and analysis of the proceedings to the appropriate staff.
- Ability to synthesize and disseminate information in a timely fashion.
- Ability to attend community events, make presentations and plan staff presentations for schools and organizations.
- Ability and proven track record in managing multiple projects concurrently and meet goals and deadlines.

General Recruiting Indicators:

- Bachelor's Degree in communications, journalism, public affairs or law with a minimum of 1 year professional work experience OR Associate's Degree with an interest of completing a Bachelor's Degree and a minimum of three years professional work experience in communications, journalism, public affairs or law.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Tribal Driver's Permit.
- Due to the nature of work, employees shall adhere to protection of confidential information